

Model Community Guidelines School

1. Practice waste reduction, reuse and recycling:
 - Use reusable items vs. Disposable items (e.g. Ceramic mugs for staff)
 - Purchase supplies in bulk where possible
 - Set up school recycling program (e.g. Office paper and corrugated cardboard)
 - Set up in-house recycling program for metal cans (especially from food service area)
 - Practice double-sided photocopying
 - Reuse scrap paper (e.g. Make into note pads)
 - Increase use of reusable items in cafeteria area (e.g. Reusable lunch trays vs. Disposable ones, silverware vs. Plastic utensils)
 - Reduce amount of junk mail received by writing and advising your current subscription not to share your name and address with other mailers. Also, write to Mail Preference Service, Direct Marketing Association, 11 West 42nd Street, New York, NY 10036
 - Request that supplier/manufacturers use as much recycled content material in packaging as possible
 - Request supplier/manufacturers to provide system to take back non-recyclable packaging
 - Recycle toner or cartridges for copy machine or printer
 - Minimize use and seek out alternatives to toxins (such as cleansers)
 - Encourage employees and customers to share magazines and newspaper subscriptions
2. Teaches the necessity for waste reduction, composting and recycling:
 - Conduct internal waste audit to help identify areas of greatest need in waste reduction
 - Work with teachers to develop curriculum for students
 - Encourage speakers at assembly programs on topics of waste reduction/recycling
 - Develop program to promote donation of non-recyclable materials such as bottle caps, Styrofoam peanuts, etc. for use in art projects
3. Use products made from recycled content:
 - Promote and support community recycling efforts with community boards or space to display swap items and community recycling projects
 - Purchase and use at least two other items made with recycled content (e.g. Desk organizers, such as recycling bins, desk top trays, if applicable)